



# 2016 ISEE ROADSHOW WORKSHOP DESCRIPTIONS

8:00 - 8:30					
	Workshops Tailored for BEGINNING ISEE USERS	Workshops Tailored for RETURNING ISEE USERS	Workshops Tailored For TECHNICAL EXPERTS	MISCELLANEOUS WORKSHOPS For All Users	DATA CAFÉ Data Café: an opportunity for participants to meet one on one with ISEE Coordinators and experts for help with specific errors or other issues.
Workshop 1 8:35 - 9:20	Getting Started with ISEE Part 1: What/Why & Data Stewardship Introduction to the purposes and functions of ISEE - why it's required for data submission and what your role as an ISEE submitter will entail. Also covered will be the importance of accurate data at all levels within a school district, building or classroom. Particular focus on data stewardship of all district/school employees.	Attendance & Enrollment Guidance Understanding the process from A-Z. The necessity of solid foundation and how this will maximize your funding. Accurate Attendance the single most important area to completely understand to achieve the highest unit possible. The Unit drives funding for Salary Based Apportionment.	System Permission & Roles including Program Contact Files This session is designed to help identify which roles users in your district should be assigned as well as review the process of managing user access in the Admin Tool. The session will also provide updates on using the Program Contacts file as well as introduce you to the SDE's Online Tool for IT Support - OTIS.	Salary Based Apportionment - Staffing Guidance An overview of staff funding reports, business rules, timelines, Career Ladder conversion, and other key data elements for accurate and timely reporting including placement on the multiplier table.	Bring your laptop, questions & errors this hour to talk to experts on: Warnings & Errors Special Education Broadband & ERate Teacher Certification Instructional Tech Opportunities
Workshop 2 9:25 - 10:10	Getting Started with ISEE Part 2: EDUID, Admin Tool and System Access This session will cover the fundamentals of EDUID's, the Admin Tool and System Access, including how to gain access, search, verify and create EDUID's and manage the demographics of an EDUID through SDE support, how to access the many SDE applications and replace lost passwords. We will also offer troubleshooting tips for access issues.	Attendance & Enrollment Report Guidance Understanding why it is so important to run reports after each upload. What to look for and how to work with the data to find issues	K-12 Broadband for 2017 The new K-12 broadband Bill passed for the 2016-17 school year and what it means for schools and districts for broadband reimbursement from the State.	Special Education Overview This session is designed for Business Managers, Special Education Directors, Superintendents, Administrators, and IT staff who want to understand the APR process from last year and where there are opportunities for improvement and things that are being done well.	Bring your laptop, questions & errors this hour to talk to experts on: Warnings & Errors Staffing & Funding Instructional Tech Opportunities Teacher Certification
Workshop 3 10:15 - 11:00	Getting Started with ISEE Part 3: SRM An Orientation of the SRM, how to maximize the tools within the application to make reporting easier and less confusing and to help resolve warnings and errors. Basics of exporting data from different systems into a report ready to upload to the SRM, how to handle validation warnings and errors, best practices to get reports done on time with the least amount of stress.	Salary Based Apportionment - Advanced Staffing Guidance An overview of staff funding reports, business rules, timelines, Career Ladder conversion, and other key data elements for accurate and timely reporting including placement on the multiplier table.		Teacher Certification Overview Ensure funding through correct coding and authorization approval and cover best practices.	Bring your laptop, questions & errors this hour to talk to experts on: Warnings & Errors Attendance & Enrollment Instructional Tech Opportunities Special Education
Workshop 4 11:05 - 11:50	Intro to Special Education in ISEE This presentation will be an overview of Special Education reporting. We will examine data entry for the Special Education ISEE report. We will go over the definition of each field in the Items and Option Sets and discuss any changes from last year.		BIIG Grants & Erate The opportunities and procedures of the new Broadband Infrastructure Improvement Grant (BIIG) and the E-Rate updates for FY16-17 and upcoming training plans for each region.	New SDE Assessment Data Export Application "ADEA" Bring a laptop! This is a workshop designed to get you started using the new secure application for schools/districts to access and retrieve historical student assessment results.	Bring your laptop, questions & errors this hour to talk to experts on: Warnings & Errors Broadband & ERate Attendance & Enrollment Instructional Tech Opportunities Special Education
11:50 - 12:35					
Lunch - Provided by SDE, Question and Answer Session					
Workshop 5 12:40 - 1:25	Intro to Attendance & Enrollment in ISEE Basic guidelines in reporting Attendance and Enrollment to maximize funding.	Using Reports to Find & Fix Data Issues This session will review which reports should be run after each ISEE submission and how to use those reports to find and fix data issues. Time will be allotted for Q & A.	Instructional Tech Opportunities Instructional Technology Opportunities available to Idaho Schools and districts from the SDE. Microsoft Imagine Academy, Adobe Certification Pilot, Educational Resources Library (ERL) for Professional Development, Discovery Ed and others.	System Permission & Roles including Program Contact Files This session is designed to help identify which roles users in your district should be assigned as well as review the process of managing user access in the Admin Tool. The session will also provide updates on using the Program Contacts file as well as introduce you to the SDE's Online Tool for IT Support - OTIS.	Bring your laptop, questions & errors this hour to talk to experts on: Warnings & Errors Broadband & ERate Staffing & Funding Special Education Teacher Certification
Workshop 6 1:30 - 2:15	Introduction to Staffing in ISEE This presentation will be an overview of the Staff Demographic and Staff Assignment files and how they relate to funding. We will go over the items and option sets and touch on a few reports to verify your data.	2017 Changes to ISEE New Data Elements and Option Sets for the 2016-17 School Year Data Reporting	New SDE Assessment Data Export Application "ADEA" Bring a laptop! This is a workshop designed to get you started using the new secure application for schools/districts to access and retrieve historical student assessment results.	Instructional Tech Opportunities Instructional Technology Opportunities available to Idaho Schools and districts from the SDE. Microsoft Imagine Academy, Adobe Certification Pilot, Educational Resources Library (ERL) for Professional Development, Discovery Ed and others.	Bring your laptop, questions & errors this hour to talk to experts on: Warnings & Errors Broadband & ERate Attendance & Enrollment Special Education Teacher Certification
2:15 - 2:30					
BREAK					
Workshop 7 2:35 - 3:20	Intro to Teacher Certification in ISEE Inputting correct teacher certification information in ISEE to ensure proper funding.	Advanced Special Ed Guidance This session is designed for Business Managers, Special Education Directors, Superintendents, Administrators, and IT staff who work with Special Education data and want to know more about what is needed for accurate data collection.	2017 Changes to ISEE New Data Elements and Option Sets for the 2016-17 School Year Data Reporting	Attendance & Enrollment Overview Overview of Attendance & Enrollment process & reports. This session will allow for more in depth Q/A	Bring your laptop, questions & errors this hour to talk to experts on: Warnings & Errors Broadband & ERate Instructional Tech Opportunities Staffing & Funding Special Education

<div>Workshop 8</div> <div>3:25 - 3:55</div>	<div>Getting Started with ISEE</div> <div>Part 4: Reports</div> <div>How to run reports and how to use them to find and fix data issues.</div>	<div>Advanced Teacher Certification Guidance</div> <div>Ensure funding through correct coding and authorization approval.</div> <div>Best practices in reporting teacher certification.</div>	<div>Overview of Broadband &amp; BIIG for 2017</div> <div>For those who were unable to attend the prior sessions</div>	<div>Staffing Guidance Overview</div> <div>An overview of staff data reporting requirements, placement on the multiplier table and career ladder conversion.</div>	<div>Bring your laptop, questions &amp; errors this hour to talk to experts on:</div> <div>Warnings &amp; Errors</div> <div>Instructional Tech Opportunities</div> <div>Attendance &amp; Enrollment</div> <div>Special Education</div>
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